

PROJECT BUILDING COMMITTEE

MINUTES

Topic: New Inter-District Elementary Magnet School at
200 Strawberry Hill Avenue

Date: Wednesday, February 4, 2015

Time: 11:00 a.m.

Place: Engineering Bureau Conference Room, 7th flr./Govt. Ctr.
888 Washington Blvd., Stamford, CT

Attendees:

- *Dr. Winifred Hamilton, Supt. of Stamford Public Schools
- *Mary Savage, Board of Reps.
- *Geoff Alswanger, Board of Education
- *Rich Lyons, Board of Education Facilities
- *Joseph Coppola, Jr., Board of Reps.
- *Anne Downey, Stamford Resident
- *Jackie Heftman, Board of Education
- *Cindy Grafstein, Mayor's Office
- *Richard Freedman, Board of Finance
- Ernie Orgera, Dir., Office of Operations
- *Lou Casolo, City Engineer
- *Domenic Tramontozzi, Sr. Construction Mgr., Engineering
- *Al Barbarotta, Facilities, Board of Education
- Steve Schneider, Dir., BOE Transportation
- Wareeya Sripa, Engineering Dept.

The meeting was called to order at 11:09 a.m.

Lou made a motion to accept the minutes of the January 7, 2015 meeting. Richard Freedman noted one error—his name was omitted from the list of attendees. It was so noted. A motion to accept the minutes was seconded by Joe Coppola.

Dr. Savage inquired about the landscape maintenance bid notice that is posted in the Stamford Advocate. Ernie explained that this is to solicit a vendor to do routine maintenance work on the property. Lou interjected that all off-site work is not eligible for state funding.

The January 21, 2015 architectural design RFQ walk-through was attended by forty-seven prospective design firms. Since that time, four addendums have been prepared to respond to questions that were asked during the walk-through.

At a previous meeting, the Committee proposed the creation of a Selection Committee. Their main objective is to evaluate potential proposers and select the most qualified firm and/or team. The newly created Selection Committee members are: Purchasing Agent, Beverly Aveni; Mayor's Executive Aide, Cindy Grafstein; Historic Preservation Advisory Commission member, David Woods; BOE member, Geoff Alswanger; Stamford resident, Anne Downey; Senior Construction Manager, Domenic Tramontozzi; and City Engineer, Lou Casolo. There was a suggestion made by Jackie Heftman to include Al Barbarotta as a non-voting member of this Committee. A meeting with the Selection Committee is scheduled for the week of February 16, 2015 to begin the review of the qualifications of the proposers. Prior to that date, Lou will instruct the committee on critical selection criteria. Ultimately, four firms will be short-listed from the pool of proposers, by March 4th—final selection will take place no later than March 20, 2015.

Lou mentioned that he received the traffic impact and parking study for the school and surrounding areas from Traffic Engineer, Mani Poola. This document is now posted on the Project Building Committee website. Steve Schneider, BOE Transportation Director was asked to provide parking analysis and a conceptual plan for a bus loop that will have no negative impact the parking lots.

An application, with supporting documents, was submitted by Lou, to Todd Levine to initiate a site visit by SHPO. Pertinent aspects of the renovation of the historic buildings and code compliance will be discussed at that time.

The following items were distributed to the Project Building Committee members:

1. RFQ
2. All RFQ addendums

(*Denotes Project Building Committee member)